

DEPARTMENT OF GENERAL SERVICES
Records Management DivisionSCHEDULE
NO. 612-63PAGE
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RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF LICENSING AND REGULATION Division of Labor and Industry
Elevator Safety Inspection

Item No.	Description	Retention
1.	<u>ELEVATOR SAFETY INSPECTION REPORTS</u>	
	These forms list the current status of all elevators, dumbwaiters, escalators, and handicapped devices in the State.	Retain for the life of the unit, then destroy.
2.	<u>ELEVATOR HISTORY FILES</u>	
	These files contain registration forms, architectural drawings, permits, accident, complaint and citation information; variances, time extensions, general correspondence, and state assigned registration number.	Retain for the life of the unit, then destroy.
3.	<u>UNIT LOCATION CARDS</u>	
	These cards list name of building, site address and state registration number.	Retain permanently in office.
4.	<u>UNIT SAFETY TEST CARDS</u>	
	These cards list safety test due dates, location of unit and state registration number.	Retain permanently in office.
5.	<u>INSPECTORS' DAILY ACTIVITY REPORTS</u>	
	These reports list name of inspector, date, time, location and type of inspection performed in addition to any official leave taken by employee.	Retain for eighteen (18) months, then destroy.
6.	<u>INSPECTION SCHEDULE LOG</u>	
	The log list scheduling assignments for each inspector. The log is maintained by geographical areas and updated on a daily basis. In addition, official leave taken by employee is documented on this log.	Retain for one (1) year, then destroy.

Schedule Approved by Department,
Agency, or Division Representative

8/25/87 Joseph T. Seidel

Director of
AdministrationSchedule Authorized by
Hall of Records Commission

8-13-87

N.B. Burkheimer

Deputy Commissioner

10/2/87

State Archivist

Date

Signature

Title

Date

State Archivist

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)SCHEDULE
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This schedule supersedes schedule No: 829

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Item No.	Description	Retention
7.	<p data-bbox="185 272 475 304"><u>GENERAL CORRESPONDENCE</u></p> <p data-bbox="185 336 1007 410">This general correspondence file includes copies of interoffice memorandums, informational requests, and related material.</p>	<p data-bbox="1129 342 1526 410">Retain for two (2) years, then destroy.</p>